



BIKE PROGRAM COORDINATOR

Position Overview

This position will report directly to the Outdoor Recreation Programmer, Bureau of Parks, Park Programming and Events. The Bike Coordinator is responsible for coordinating the operations and administration of citywide park based recreational programs, implementing and evaluating of such programs. The Outdoor Recreation Programmer oversees the Bike Coordinator which includes Rides Around Programs, Learn to Bike and guided tours of the Gwynns Falls Trail and Jones Falls Trail. The Bike Coordinator works closely with the Outdoor Recreation Programmer to providing technical assistance to the bike program, employees and employee groups. The Bike Coordinator will coordinate logistics between equipment, staff and programs, documenting participation and deposits, assisting in assessing the effectiveness of services provided and recommending alternative strategies, programs. The successful candidate will work in Baltimore City parks while supervising seasonal staff to improve quality of biking programs offered to park users.

The Bike Coordinator will be responsible for supervising up to 3 seasonal staff, coordinating and directing volunteers, engaging and leading the public through biking, and other activities for the Department of Recreation and Parks. The ideal candidate will serve as an advocate, proactively promoting recreational biking activities of a high quality for all citizens of Baltimore City. The successful candidate must demonstrate his/her ability to manage people and communicate effectively with all skill and age groups. He/she must have solid customer service and public speaking skills.

Education and Experience

Possession of an Associates Degree in Recreation/Leisure Management or a related field is highly desirable.

Qualified candidates must have a minimum of three years in program implementation of recreational activities, including 2 years of managing people.

Basic First Aid Certification is required

Must have the knowledge and skill to ride a bike, willing to work in a park setting in a variety of weather elements,

The ability to communicate effectively the hard skills needed to ride a bike with all skill and age groups.

He/she must have solid customer service and public speaking skills and will be working directly with the public

Candidate should also possess a strong background in bike mechanics,

Knowledge of physical fitness/ health is a plus.

A valid MD Class C driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is required.

Qualified candidates should have the ability to drive a vehicle with a trailer attached.

Compensation and Benefits

A negotiable hiring range of \$14 - \$17 hourly is available depending on the background and qualifications of the successful candidate.

Beginning March 15th – ending October 30th

Application and Selection Process

For additional information please contact Molly Gallant at:

City of Baltimore

Department of Recreation and Parks

3001 East Drive

Baltimore, Maryland 21217

Phone: 443-984-4058/Fax: 410 -396-7038

E-mail resumes to: molly.gallant@baltimorecity.gov

The position of Bike Coordinator will remain open until closed. Interested candidates should submit a Baltimore City Employment application and resume, including size and composition of participants supervised, program responsibility and other significant factors as outlined in this announcement. Candidates with relevant experience will be invited to an interview.

**Baltimore City is an Equal Opportunity Employer
and promotes diversity in the workforce.**

Stephanie Rawlings-Blake, Mayor

Ernest W. Burkeen, Jr., Director